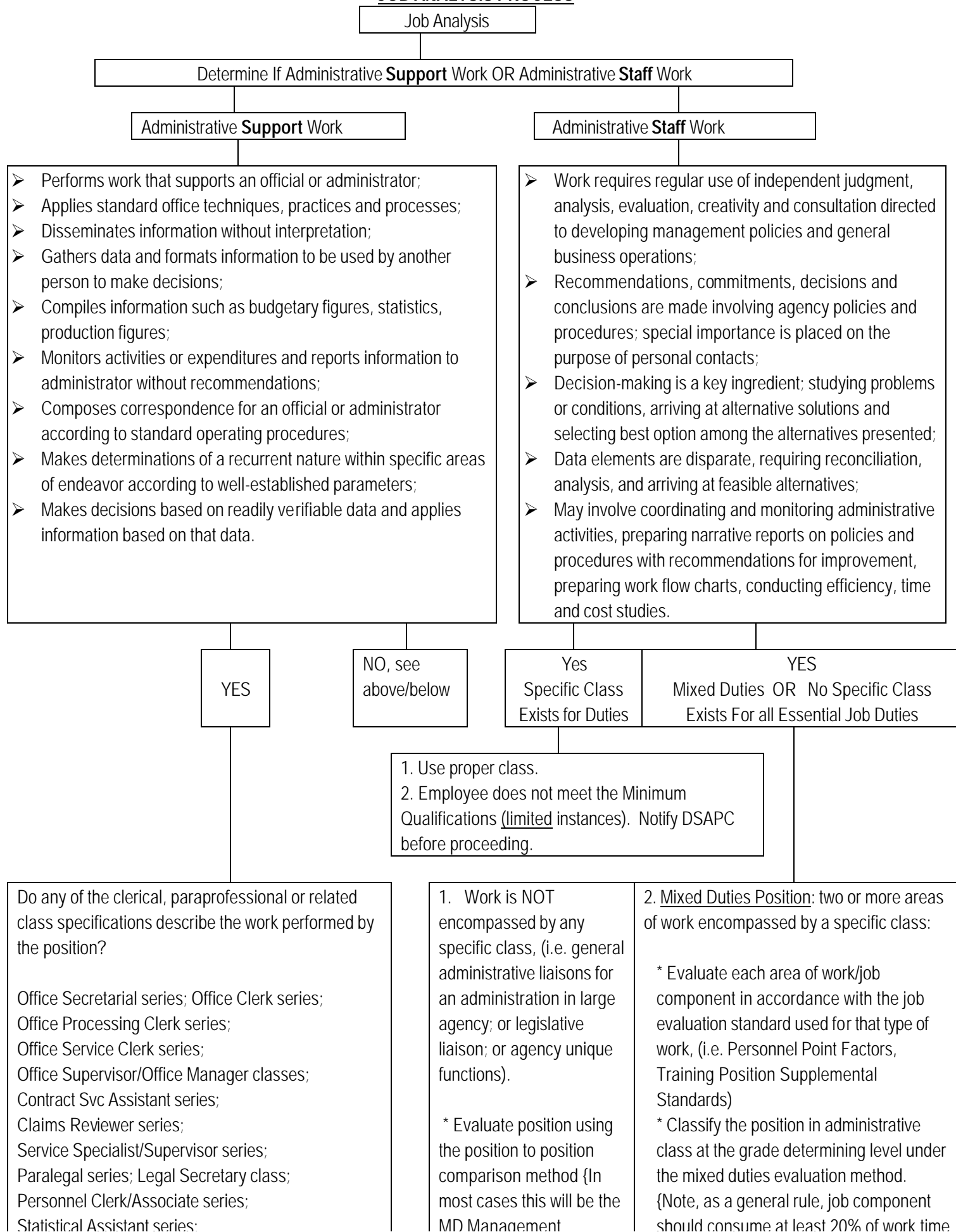


## JOB ANALYSIS PROCESS



Data Entry Operator series;  
Agency unique clerical /paraprofessional classes.

Classification Factors}

to be considered significant; Mixed duties  
only applies to non-supervisory positions.

YES

Apply appropriate Job Evaluation  
Standards to determine proper class

Function(s) Unique to Agency

Function(s) Cross Agency Lines

Select similarly functioning  
comparison position within agency

Contact DSAPC &/or other agency for similarly  
functioning position to be used for comparison.